**APPENDIX C FACULTY SCHEDULE FORM\***

**FACULTY MEMBER**

**OFFICE TELEPHONE SEMESTER**

**OFFICE ROOM NUMBER SESSION**

**MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **COURSE ACTIVITY** | **LOCATION** | **COURSE ACTIVITY** | **LOCATION** | **COURSE ACTIVITY** | **LOCATION** | **COURSE ACTIVITY** | **LOCATION** | **COURSE ACTIVITY** | **LOCATION** |
| **7-7:30** |  |  |  |  |  |  |  |  |  |  |
| **7:30-8** |  |  |  |  |  |  |  |  |  |  |
| **8-8:30** |  |  |  |  |  |  |  |  |  |  |
| **8:30-9** |  |  |  |  |  |  |  |  |  |  |
| **9-9:30** |  |  |  |  |  |  |  |  |  |  |
| **9:30-10** |  |  |  |  |  |  |  |  |  |  |
| **10-10:30** |  |  |  |  |  |  |  |  |  |  |
| **10:30-11** |  |  |  |  |  |  |  |  |  |  |
| **11-11:30** |  |  |  |  |  |  |  |  |  |  |
| **11:30-12** |  |  |  |  |  |  |  |  |  |  |
| **12-12:30** |  |  |  |  |  |  |  |  |  |  |
| **12:30-1** |  |  |  |  |  |  |  |  |  |  |
| **1-1:30** |  |  |  |  |  |  |  |  |  |  |
| **1:30-2** |  |  |  |  |  |  |  |  |  |  |
| **2-2:30** |  |  |  |  |  |  |  |  |  |  |
| **2:30-3** |  |  |  |  |  |  |  |  |  |  |
| **3-3:30** |  |  |  |  |  |  |  |  |  |  |
| **3:30-4** |  |  |  |  |  |  |  |  |  |  |
| **4-4:30** |  |  |  |  |  |  |  |  |  |  |
| **4:30-5** |  |  |  |  |  |  |  |  |  |  |
| **5-5:30** |  |  |  |  |  |  |  |  |  |  |
| **5:30-6** |  |  |  |  |  |  |  |  |  |  |
| **6-6:30** |  |  |  |  |  |  |  |  |  |  |
| **6:30-7** |  |  |  |  |  |  |  |  |  |  |
| **7-7:30** |  |  |  |  |  |  |  |  |  |  |
| **7:30-8** |  |  |  |  |  |  |  |  |  |  |
| **8-8:30** |  |  |  |  |  |  |  |  |  |  |
| **8:30-9** |  |  |  |  |  |  |  |  |  |  |
| **9-9:30** |  |  |  |  |  |  |  |  |  |  |
| **9:30-** |  |  |  |  |  |  |  |  |  |  |
| **Total Hours** |  |  |  |  |  |  |  |  |  |  |

# Fall and Spring Semesters

Standard Load Class Contact Hours Per Week

Release Time Per Week (If Any)

Office Hours Per Week

Subtotal (Not Less Than 25)

Opa Hours Per Week (Including Community Service)

35

Standard Assignment Total Per Week Must equal to

Overload Hours Per Week

Total Hours Worked Per Week

# GUARANTEED SUMMER ASSIGNMENT SESSION A, B, C, OR D

Guaranteed Assignment Class Contact Hours Per Week

Release Time Per Week (If Any)

Office Hours Per Week

Guaranteed Assignment Total Per Week

Overload Hours Per Week

Total Hours Worked Per Week

\*This Schedule Form may be revised with supervisor approval.

This form is intended to show format and the actual door schedule may deviate somewhat from this form.

# WORKLOAD CALCULATION

**FACULTY MEMBER**

**SEMESTER (Fall and Spring semesters only)**

**TOTAL STANDARD LOAD**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION NUMBER | COURSE | ENROLL- MENT | CONTACT HOURS PER WEEK | # OF WEEKS | POINT FACTOR | LOAD POINTS | COMMENTS |
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| --- | --- | --- | --- | --- | --- | --- |
| SECTION NUMBER | COURSE | ENROLLMENT | CONTACT HOURS PER WEEK | # OF WEEKS | TOTAL HOURS | COMMENTS |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | | | | |  |  |

**TOTAL OVERLOAD**

Faculty Member Date

Immediate Supervisor Date

\*For record keeping only, not for workload calculation.

\*\*See Article 9.01E.2 (Workload Points) for point factors used to calculate load points.